



### ***How can you become a Paralegal?***

You must first determine if retraining quota's are available by going to the Air Force Portal, then "MyPers", then "Retraining" and finally "Online Retraining Advisory." If quota's are available, run...don't walk ...to your nearest Force Support Squadron retraining office. After speaking with them, contact the base legal office and ask for the Law Office Superintendent. (LOS). The LOS will conduct an informal interview with you and offer you the opportunity to talk with other paralegals. If you decide to continue your quest to become a paralegal, the LOS will provide you a checklist containing all the required contents and documents for the retraining package.

**Contact MSgt Diana Jarvis, the  
base legal office Law Office  
Superintendent at 720-847-6444**

## ***What is an Air Force Paralegal?***

Paralegals are the quintessential 'power of attorney.' The role of a paralegal is to assist attorneys in achieving the mission of the wing and office. Paralegals do many things, such as conduct in-depth legal research, draft legal documents, interview witnesses, and notarize documents, just to name a few. They also prepare Article 15 actions and assist in preparations for courts-martial proceedings. Paralegals have the opportunity to attend courses specializing in such areas as military justice, operational law, legal assistance and contracts law.

Paralegals support all areas of a legal office, including military justice, claims, civil law, legal assistance, contracts, environmental and operations law. Select paralegals serve as Defense Paralegals managing defense services; serve as Special Victims Counsel paralegals; or are assigned to Field Operating Agencies.



### **5J Specialty Qualifications**

- Minimum general AQE score of 51
- Ability to communicate effectively in writing
- Ability to keyboard at minimum rate of 25 wpm
- No previous convictions by courts-martial; punishment under Article 15 in the previous 6 years; or convictions by a civilian court except for minor traffic violations
- Ability to speak clearly and distinctly

## Frequently asked Questions

- Will I get to actually try courts?  
You will assist the attorney in charge of the prosecution. Only an attorney can try a case.
- What does the legal office do?  
The base legal office is responsible for providing legal advice to commanders, first sergeants and other key personnel on a variety of legal subjects.
- Where do paralegals work?  
Most paralegals start working in base legal offices. As paralegals gain experience and attend advanced training, their opportunities increase to include managing criminal defense offices, appellate offices and medical law consultant offices.



## Base Legal Office Information

### Points of Contact:

**Name: MSgt Diana Jarvis**  
**Title: Law Office Superintendent**  
**Duty Phone: 720-847-6411**

**Name: SSgt Michelle Chabot**  
**Title: NCOIC, Military Justice**  
**Duty Phone: 720-847-6151**



## Paralegal 5J0X1

Paralegals work under the supervision of an attorney and must comply with both the American Bar Association and the Air Force Rules for Professional Conduct which includes the need for confidentiality.

